



MORRISON COMMUNITY UNIT SCHOOL DISTRICT #6
REGULAR BOARD OF EDUCATION MEETING
OCTOBER 19, 2020
5:30 PM (closed session)
6:30 PM (open session)

- I. CALL TO ORDER AND ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. CLOSED SESSION-FOR THE PURPOSE OF DISCUSSING THE EMPLOYMENT AND COMPENSATION OF A SPECIFIC EMPLOYEE AND MATTERS RELATING TO A SPECIFIC STUDENT
- IV. APPROVAL OF AGENDA-ACTION ITEM
 - A. *The motion is that the Board of Education approves the agenda as presented.*
- V. APPROVAL OF PREVIOUS MINUTES-ACTION ITEM
 - A. *The motion is that the Board of Education approves the minutes of the regular Board of Education meeting from September 23, 2020.*
- VI. CONSENT AGENDA
 - A. DISTRICT BILLS AS OF OCTOBER 19, 2020.
 - B. BUILDING ACTIVITY REPORTS
 - C. NON-CERTIFIED PERSONNEL RECOMMENDATIONS
 - 1. Hires: None at this time
 - 2. Resignations:
 - a) Samantha Brown-Paraprofessional Northside Elementary
- VII. COMMUNICATION/PUBLIC COMMENTS
- VIII. GOOD NEWS FROM AROUND THE DISTRICT
- IX. REPORTS
 - A. FINANCE/FACILITY
 - B. ENROLLMENT
 - C. TECHNOLOGY REPORT
- X. OLD BUSINESS
 - A. DISTRICT COVID-19 METRIC PLAN-ACTION ITEM
 - 1. *The motion is that the Board of Education approves the district COVID-19 metric plan as presented.*
 - B. BOARD POLICY UPDATES-ACTION ITEM
 - 1. *The motion is that the Board of Education approves the policy updates as presented.*
 - C. THREE RIVERS ATHLETIC CONFERENCE UPDATE-DISCUSSION ITEM

- XI. NEW BUSINESS
- A. WACC HEALTH LIFE SURVEY AMENDMENT-ACTION ITEM
 - 1. *The motion is that the Board of Education approves the HLS Amendment for Whiteside Area Career Center for \$6700.*
 - B. 2020-2021 CONSOLIDATED DISTRICT PLAN-ACTION ITEM
 - 1. *The motion is that the Board of Education approves the 2020-2021 Consolidate District Plan as presented.*
 - C. ALUMNI BOARD-DISCUSSION ITEM
 - D. FY'20 DISTRICT AUDIT-DISCUSSION ITEM
 - E. RELEASE OF USED BOOKS-ACTION ITEM
 - 1. *The motion is that the Board of Education approves the release of the used books from Morrison High School and Northside as presented.*
 - F. 4 DAY IN-PERSON INSTRUCTION PLAN-ACTION ITEM
 - 1. *The motion is that the Board of Education approves the tentative 4 Day In-Person instruction plan as presented.*
 - G. RETIREMENT REQUEST-ACTION ITEM
 - 1. *The motion is that the Board of Education approves the retirement request and retirement incentive for Gwenn Rickertsen, a certified teacher at Morrison High School.*
- XII. ADJOURNMENT

RECORD OF MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
MORRISON COMMUNITY UNIT SCHOOL DISTRICT #6
September 23, 2020

A regular meeting of the Board of Education of Morrison Community Unit School District #6, County of Whiteside, State of Illinois, was duly called and held at 6:00 PM via an in person (Morrison HS Library) and Zoom teleconference due to COVID-19 on September 23, 2020.

On roll call, the following were present: Gus Linke (joined 6:05pm), Jim Ridley, Lauri Helms, and Cathleen Vegter. Attending remotely were Terri Wilkens and Tricia Mickley (remote 6:00pm/arrived 6:25). Absent: Wolfgang Schmidt. Also present were Superintendent Scott Vance, Recording Secretary LuAnn Wieneke, Jeremy Keesee (SS Principal), Joe Robbins (JH Principal), Cory Bielema (HS Principal), Gregg Dolan (Athletic Director), Duane Shaffer (IT Director), Andy Rigger (IT) and Jerry Lindsey (theCity1.com). Joining remotely was: Andy Harridge (NS Principal), Connie Royer (MEA/teacher), Andrea Wolever (NS Teacher), Karen Mayberry (NS Teacher), Wendy Connelly (NS Teacher), Tara Dykhuizen (NS Aide).

6:02 PM

Closed Session

Motion: Wilkens; Second: Ridley; to enter into closed session for the purpose of discussing the employment and compensation of a specific employee and matters relating to a specific student.

On roll call voting Aye – Mickley, Ridley, Helms, Wilkens and Vegter. Nay – None; Motion carried.

6:34 PM

Adjourn Closed Session

Motion: Ridley; Second: Linke; to adjourn closed session and reconvene in open session in the Morrison HS Library and via Zoom conference.

On roll call voting Aye – Linke, Wilkens, Mickley, Ridley, Helms, and Vegter. Nay – None; Motion carried.

DECLARE THE PUBLIC HEARING OPEN

The Public Hearing was declared open by President Cathleen Vegter at 6:35pm.

The Board discussed what revenue would look like and what the state income would actually be. Mr. Vance said it will probably depend on how the November election goes and what happens after that time.

The Public Hearing was closed at 6:43pm.

APPROVAL OF AGENDA

President Cathleen Vegter asked for changes to the agenda. The motion is to approve the Agenda as presented.

Motion: Linke; Second: Ridley

On roll call voting Aye – Wilkens, Mickley, Ridley, Helms, Linke and Vegter. Nay – None; Motion carried.

APPROVAL OF MINUTES

President Cathleen Vegter called for any changes or corrections to the minutes of the last regular Board meeting held August 24, 2020.

Motion: Mickley; Second: Linke; To approve the minutes of the last regular Board meeting held August 24, 2020.

On roll call voting Aye – Mickley, Ridley, Helms, Linke Wilkens and Vegter. Nay – None; Motion carried.

CONSENT AGENDA

Motion: Mickley; Second: Ridley; To approve the consent Agenda including District bills for payment as of September 23, 2020, Building Activity Reports (August) and Resignations: Grant Stiles – HS Custodian, Hires: Jeanne Adams – Cafeteria Substitute, Keegan Shank – HS Custodian and Karen Wiebenga – Nurse @ Morrison High School. Leaves of Absence: Laura Gatz – cafeteria, Jessica Baldwin – cafeteria and Pat Zuidema – cafeteria. On roll call voting Aye –Ridley, Helms, Linke, Wilkens, Mickley and Vegter. Nay – None; Motion carried.

COMMUNICATIONS/PUBLIC COMMENTS

None

Public Forum

None

Good News from Around the District

● **NORTHSIDE ELEMENTARY**- Andy Harridge (Principal)

Someone in the community has been making masks and taking donations for them since March instead of selling them for profit. The person then took \$500 from the donations they have received and donated it to the Northside milk account.

● **SOUTHSIDE ELEMENTARY**- Jeremy Keesee (Principal)

Classes have begun completing individual class safety drills to accommodate for Social distancing this last week.

The annual Health Life Safety check was held on Sept. 2 and went well for Southside.

STAR testing and Dibels testing were completed the first two weeks of September. Some of these were even conducted remotely. We are now getting an idea about the learning loss from the spring. Some teachers did mention though they were pleasantly surprised by a couple of their intervention students and the progress they did make. They attribute some of it to the extra work these students put in during the summer as well.

● **MORRISON JUNIOR HIGH**- Joe Robbins (Principal)

Chase Decker placed 6th in the IESA Golf Sectional held in Rockford on September 9th. Unfortunately there will not be a State Tournament this year because of COVID.

Jamie Harmon took all of our student pictures this year. We were lucky enough to get some background lighting equipment donated to the school from one of our parents.

Students are doing a very good job wearing masks in school. They continue to remember the social distancing part but we remind them of it whenever and wherever possible.

The Wild Rose Casino donated one of their old ID Card Printers to us. Since Persona did not come in to take pictures this year we are going to print our own. They also included a sleeve of ID cards and a color printer ribbon to get us started. Average cost for the printer is around \$1200.

● **MORRISON HIGH SCHOOL** – Cory Bielema (Principal)

The Art Department just received news that the 2019-20 MHS Yearbook was awarded the "National Yearbook Program of Excellence" recognition! Jostens prints the yearbooks for over 15,000 schools and only 448 schools earned this recognition last year. That puts the MHS Yearbook Staff's performance in the top 3%.

"Fall Frenzy" and "Paint the Parking Lot" occurred during the week of the "21st through 18th. Dress up days that included the remote learners and finishing the week with a two-day (to accommodate the split in person schedule) schoolwide picnic coupled with painting the parking lot. Student council students helped plan and coordinate the event. The Children's Art Preservation Association (CAPA) donated the painting supplies for the event. We hope the event was good for school culture and gave the students a fun sense of "normal".

RECORD OF MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
MORRISON COMMUNITY UNIT SCHOOL DISTRICT #6
September 23, 2020

Key Club is working with Tony Fulton to complete his Eagle Scout project. He hopes to give every child in the Morrison School system in grades K-2 a book in October. He is accepting donations of new or nearly new books for his project. There is a drop off box in MHS library for donations.

Reports

Finance/Facility Report — *Finance* reports are included in the packet. The City Council has approved to deed the land on the north side of High Street to the District for added parking. They will proceed with the appropriate paperwork.

Technology Report –

Hotspots -

We ordered an additional 10 hotspots at the beginning of the month.

To date, 30 of 40 hotspots are in circulation with 2 pending pick up.

I have 2 families on the waiting list at the moment.

Bandwidth -

We did a bandwidth test September 16th to see what impact on our network that having all teachers in a Google Meet video conference would have.

Overall, the results were positive. We had over 80 staff members in an active meeting and over 300 participants from outside the network joined in and barely reached half of our usage.

I am confident that if we were to go full remote, teachers would be able to reach students without network-related issues.

Another test will be conducted in the coming weeks to perform a similar test, but with students actively on our network.

Mr. Shaffer stated that he can reapply for a 70% discount from the USAC on money spent to increase our bandwidth.

Chromebooks -

Up to this point, chrome books are holding up with all students taking them home daily.

We've seen just a few broken screens and other hardware defects so far.

DISCUSSION ITEMS

BOARD POLICY UPDATES (2ND READING)

Mr. Vance stated that the Policies have some significant changes in regard to Title 9. He has the lawyers looking at it.

HIGH SCHOOL ATHLETIC CONFERENCE UPDATE

Mr. Dolan and Mr. Bielema told the Board that Fulton will be leaving the conference to join the Upstate Illini conference beginning next year. The current conference constitution states that there is to be a 2 year notification to the conference for a team to leave. With Fulton not giving this 2 year notification they could be held accountable by IHSA and could have sanctions imposed on them since Fulton has signed the current contract. Schools that would like to join our current conference include Monmouth Roseville and Mendota which are all significantly larger than most of the schools in the conference.

Mr. Dolan feels Morrison has 3 options as to how to precede – 1- stay in current conference, 2 – look to join a different conference or 3 – form a new conference. The Board was in agreement that Mr. Dolan and Mr. Bielema should start looking at different options.

DISTRICT COVID-19 METRIC PLAN

Mr. Vance went over the COVID-19 response plan with the Board.

DISTRICT LEARNING PLAN UPDATE

Mr. Vance discussed what other schools in the area have been doing as far as students attending school. Some schools have been going 5 days, others different forms of hybrid and some are doing a mixture of both. Morrison will be transitioning to going until 2:35pm beginning on the 28th. The second quarter will begin on October 19th and parents that chose to have their students attend completely remotely will have the chance to switch to attending school and possibly by the 1st week of November students will be switched to 5 days a week if the COVID guidelines are able to be met.

REMAINING BOND FUNDS AND FUTURE PROJECTS

Mr. Vance explained the spreadsheet included in the Board packet showing the amounts that were anticipated for each project and what was actually spent. With having outstanding amounts that were not spent he feels like the District can proceed with some of the projects that have been put on hold over the summer.

ACTION ITEMS

FY'21 BUDGET

Motion: Ridley; Second: Mickley; the motion is that the Board of Education approves the FY'21 district budget as presented.

On roll call voting Aye – Ridley, Helms, Linke, Wilkens, Mickley and Vegter. Nay – None; Motion carried.

DISTRICT ACCELERATED PLAN

Motion: Mickley; Second: Linke; the motion is that the Board of Education approves the District Accelerated Plan as presented.

On roll call voting Aye – Helms, Linke, Wilkens, Mickley, Ridley and Vegter. Nay – None; Motion carried.

EXTRA SERVICE PERSONNEL SALARY SCHEDULE

Motion: Mickley; Second: Wilkens; the motion is that the Board of Education approves the 2020-2025 Extra Service Personnel as presented.

On roll call voting Aye – Linke, Wilkens, Mickley, Ridley, Helms and Vegter. Nay – None; Motion carried.

REIMBURSEMENT RESOLUTION

Motion: Linke; Second: Mickley; the motion is that the Board of Education approves the intent to reimburse as presented.

On roll call voting Aye – Wilkens, Mickley, Ridley, Helms, Linke and Vegter. Nay – None; Motion carried.

CROSS COUNTRY ACTIVITY ACCOUNT

Motion: Linke; Second: Wilkens; the motion is that the Board of Education approves the creation of a Cross Country activity account at Farmers National Bank.

On roll call voting Aye – Mickley, Ridley, Helms, Linke, Wilkens and Vegter. Nay – None; Motion carried.

N22 CHROMEBOOK RELEASE

Motion: Mickley; Second: Ridley; the motion is that the Board of Education approves the release of 25 Lenovo N22 Chromebooks for resale.

On roll call voting Aye – Ridley, Helms, Linke, Wilkens, Mickley and Vegter. Nay – None; Motion carried.

RECORD OF MINUTES OF THE REGULAR MEETING OF THE BOARD OF EDUCATION
MORRISON COMMUNITY UNIT SCHOOL DISTRICT #6
September 23, 2020

EARLY GRADUATION REQUESTS

Motion: Linke; Second: Mickley; the motion is that the Board of Education approves the early graduation request of student #367658244

On roll call voting Aye – Helms, Linke, Wilkens, Mickley, Ridley and Vegter. Nay – None; Motion carried.

Motion: Linke; Second: Mickley; the motion is that the Board of Education approves the early graduation request of student #725844083

On roll call voting Aye – Linke, Wilkens, Mickley, Ridley, Helms and Vegter. Nay – None; Motion carried.

OTHER BUSINESS

ADJOURN MEETING

8:04 P.M.

Motion: Linke; Second: Mickley; the motion to adjourn the meeting.

On roll call voting Aye – Helms, Linke, Wilkens, Mickley, Ridley and Vegter. Nay – None; Motion carried.

(President) _____

(Secretary) _____ Date Approved _____

Good News From Around the District

Northside:

- Anthony Fulton completed his Eagle Scout project at Northside. He collected 473 books for each student at Northside to receive 2 free books to take home.

Southside:

- We started the United Way Penny Drive.
- We conducted our fire drill with all classes and grade levels which went successfully Oct. 8, and we were still able to safely socially distance when leaving and while outside to complete the requirements set by the ROE to be completed with a fire department member.
- I just got some of the greatest news from a staff member in the district. I had shared out with my Southside families that Sauk was offering free tutoring to area students during these difficult times at the beginning of the year. I wasn't aware that anyone had taken advantage of this opportunity, but Connie Royer shared that they were offering to our district staff this past week. One district staff member responded that their daughter was a part of the program and was currently tutoring a few Morrison students. I asked if they were Southside kids, because I had shared this at the beginning of the year when Jon Mandrell sent it to the area Principals. I was super excited they were offering it at that time, but I am now even more excited that some of my families have jumped on board and are now receiving help from Morrison kids that are currently at Sauk.

Morrison Junior High:

-

Morrison High School:

- Last month, it was reported that Key Club was working with Tony Fulton (MHS class of 2021) to complete his Eagle Scout project. He was able to collect over 400 books to be distributed to students in grades K-3.
- Tyler Sutton has led the charge for the Auditorium Sound System Update. It has been fully funded by community donations and grants. The new system is tentatively scheduled to be installed on November 23-24. This update will include a complete replacement of the sound board, speakers, and cabling/wires in the auditorium. The old equipment is between 15-35 years old (depending on the piece of equipment). This update will add a large number of additional inputs at stage level, allowing for a more flexible and usable space.
- Olga Krueger, a teacher at Clinton High School, informed me in early October of the community volunteer work of a few of our MHS students. Mark Cyphers, Zach Hall, and Zayden Boonstra teamed with students from CHS to help clean up Eagle Point Park in Clinton after the damage caused by the Derecho storm.
- On September 26th three members of Morrison FFA competed virtually for the first time ever in the State Forestry CDE. This competition allowed students to test their knowledge in forestry principles, tree identification, forestry diseases, map reading, and chainsaw safety. CDEs or Career Development Events allow students to prepare for future careers within the agricultural industry.
- On October 14th and 15th Morrison FFA had three students participate virtually in the Elite Conference. This conference is for students interested in Agricultural Education as a career. The students had the opportunity to learn more about the career, speak to current Ag Ed college majors, hear from colleges from across the state, and ask questions of current teachers within the career. This was a great career exploratory experience for our members.

ENROLLMENT REPORT

| 2019-2020 | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | +/- |
|-------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|------------|
| EARLY CHILDHOOD | 43 | 43 | 43 | 44 | 44 | 43 | 43 | 43 | 43 | 0 |
| KINDERGARTEN | 70 | 70 | 70 | 70 | 70 | 69 | 69 | 69 | 69 | -1 |
| 1ST GRADE | 79 | 79 | 78 | 78 | 78 | 78 | 78 | 78 | 78 | -1 |
| 2ND GRADE | 63 | 62 | 62 | 62 | 64 | 62 | 62 | 62 | 62 | -1 |
| NS TOTAL | 255 | 254 | 253 | 254 | 256 | 252 | 252 | 252 | 252 | -3 |
| 3RD GRADE | 70 | 70 | 70 | 70 | 70 | 70 | 69 | 69 | 69 | -1 |
| 4TH GRADE | 86 | 86 | 86 | 86 | 85 | 84 | 84 | 84 | 84 | -2 |
| 5TH GRADE | 79 | 79 | 78 | 78 | 78 | 78 | 77 | 77 | 77 | -2 |
| SS TOTAL | 235 | 235 | 234 | 234 | 233 | 232 | 230 | 230 | 230 | -5 |
| 6TH GRADE | 87 | 89 | 89 | 89 | 90 | 90 | 90 | 90 | 90 | 3 |
| 7TH GRADE | 78 | 78 | 78 | 77 | 76 | 75 | 75 | 75 | 75 | -3 |
| 8TH GRADE | 78 | 78 | 78 | 78 | 78 | 78 | 78 | 79 | 79 | 1 |
| MJHS TOTAL | 243 | 245 | 245 | 244 | 244 | 243 | 243 | 244 | 244 | 1 |
| 9TH GRADE | 85 | 86 | 86 | 85 | 85 | 85 | 85 | 85 | 85 | 0 |
| 10TH GRADE | 89 | 89 | 88 | 87 | 84 | 84 | 84 | 84 | 84 | -5 |
| 11TH GRADE | 64 | 64 | 63 | 63 | 62 | 62 | 62 | 62 | 62 | -2 |
| 12TH GRADE | 62 | 61 | 61 | 61 | 60 | 60 | 59 | 59 | 59 | -3 |
| MHS TOTAL | 300 | 300 | 298 | 296 | 291 | 291 | 290 | 290 | 290 | -10 |
| MCUD TOTAL | 1033 | 1034 | 1030 | 1028 | 1024 | 1018 | 1015 | 1016 | 1016 | -17 |

| 2019-2020 | SEPTEMBER | OCTOBER | NOVEMBER | DECEMBER | JANUARY | FEBRUARY | MARCH | APRIL | MAY | +/- |
|---------------------|------------|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|------------|
| EARLY CHILDHOOD | 41 | 45 | | | | | | | | -41 |
| KINDERGARTEN | 60 | 58 | | | | | | | | -60 |
| 1ST GRADE | 64 | 65 | | | | | | | | -64 |
| 2ND GRADE | 70 | 69 | | | | | | | | -70 |
| NS TOTAL | 235 | 237 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -23 |
| 3RD GRADE | 57 | 54 | | | | | | | | -57 |
| 4TH GRADE | 63 | 61 | | | | | | | | -63 |
| 5TH GRADE | 78 | 77 | | | | | | | | -78 |
| SS TOTAL | 198 | 192 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -19 |
| 6TH GRADE | 71 | 71 | | | | | | | | -71 |
| 7TH GRADE | 87 | 87 | | | | | | | | -87 |
| 8TH GRADE | 70 | 71 | | | | | | | | -70 |
| MJHS TOTAL | 228 | 229 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -22 |
| 9TH GRADE | 76 | 75 | | | | | | | | -76 |
| 10TH GRADE | 82 | 82 | | | | | | | | -82 |
| 11TH GRADE | 80 | 78 | | | | | | | | -80 |
| 12TH GRADE | 58 | 57 | | | | | | | | -58 |
| MHS TOTAL | 296 | 292 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -29 |
| MCUD TOTAL | 957 | 950 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | -95 |
| YEAR TO YEAR | -76 | -84 | -1030 | -1028 | -1024 | -1018 | -1015 | -1016 | -1016 | -94 |



MORRISON

COMMUNITY UNIT SCHOOLS

Scott Vance, Superintendent
District #6

MCUD #6 COVID-19 Metric Plan

- I. The following factors may result in an immediate, temporary closure of the district:
 - A. Executive order from the Governor moving Illinois back to Phase III or lower of the Restore Illinois plan.
 - B. A county positivity rate of 10% or higher.
- II. MCUD #6 will track the number of students and staff absent daily for COVID related reasons.
- III. Data will be divided into positive confirmation of COVID-19 and Possible COVID (students and staff quarantined or in isolation based on symptoms or close contact with a confirmed case).
- IV. Individual buildings and the District will be “ranked” based on daily transmission level using the metrics listed below:
 - A. 0% to 5% = Minimal Risk
 - B. 5% to 10% = Moderate Risk
 - C. 10% and above = Substantial Risk
- V. Responses to transmission rankings:
 - A. Minimal Risk: continuation of in-person learning.
 - B. Moderate Risk: consideration of adaptive pause in in-person learning.
 - C. Substantial Risk: discussion of movement to full remote learning.
- VI. Outbreak within an Individual Building
 - A. An outbreak shall be defined as two or more unrelated cases in an individual classroom.
 - B. Building administrator will contact the Whiteside County Health Department.
 - C. Based on guidance from the WCHD the district may take the following actions:
 1. Evacuate the room for deep cleaning and relocate students to other classrooms or areas.
 2. Quarantine all individuals determined to be a close contact of the positive case(s).
 3. Temporarily move the class to full remote learning.
 4. Temporarily close the building for deep cleaning and move all students to remote learning.
- VII. Individual Student or Staff Positive test Confirmation
 - A. Building principal or District administrator will contact WCHD.
 - B. In cooperation with the WCHD district will engage in contact tracing.
 - C. Close contacts will be required to quarantine for 14 days.
 - D. In accordance with IDPH and CDC guidelines, the classroom, work station, and/or office will be deep cleaned .
 - E. Building staff will be notified of positive confirmation and notification adhering to HIPPA guidelines will be sent out to parents.

ISSUE 104
June 2020

Update Memo

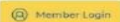
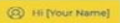
Please distribute to board members and appropriate staff.

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Online Instructions

Please follow these three easy steps to log in to **PRESS**:

- Go to www.iasb.com and click on the yellow **Member Login** button.

- Log in using your email address and password.
 - If you do not know your password, do not create a new account; reset your password using your district email address.
 - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty logging in to www.iasb.com, please contact Kat Barone at kbarone@iasb.com.
 - Click the yellow "Hi [Your Name]," button.

- Under **My Account Links**, click on **PRESS Login**.



PRESS

Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1226; Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219; or Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated Policy Reference Manual (PRM) pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** materials by striking out deleted words and underscoring new words.

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the **Revisions to Policies, Administrative Procedures, and Exhibits** table beginning on p. 5.

Please spend time reviewing the **PRESS** online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Have feedback on PRESS materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.

2020 COVID-19 Pandemic Issues

The General Assembly, the Ill. State Board of Education (ISBE), Ill. Attorney General, and the U.S. Dept. of Education have taken a number of actions and/or issued guidance documents to address the ongoing COVID-19 pandemic as it affects public school operations and student learning. During the special Illinois legislative session held at the end of May, the legislature codified many of these actions and guidance documents.

The Education Omnibus bill, P.A. 101-643, codifies much of ISBE's actions and guidance, and it is intended to better prepare schools for the 2020-2021 school year so that they may open for learning in time for the start of the school year, even if it cannot be done in person.

During the abbreviated session, the General Assembly also codified the Governor's Executive Orders relaxing the in-person physical quorum requirement under the Open Meetings Act during a disaster declaration related to a public health emergency. See 105 ILCS 120/7, amended by P.A. 101-640.

In sum, while many of the actions taken by government during the pandemic have not been directly tied to policy or procedures, these new pieces of legislation and other agency directives directly impact the **PRM** and require updates.

The following **PRESS** materials are updated or created:

- 2:220, School Board Meeting Procedure
- 2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration
- 4:180, Pandemic Preparedness; Management; and Recovery - **RENAMED**
- 4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic - **NEW** (pre-released on 5-18-20)
- 6:20-AP, Remote and/or Blended Remote Learning Day Plan(s) - **NEW**

Student Data Privacy

During the 101st General Assembly, sweeping amendments were made to the Student Online Personal Protection Act (SOPPA), 105 ILCS 85/, eff. 7-1-21, to regulate how school districts must handle online student data, specifically in the areas of transparency, contracting, security, breach notification, and parent access. While certain materials remain on hold pending implementing regulations to be issued by ISBE, a new sample policy, procedures, and related exhibits have been created to assist districts as they work toward implementation of these new requirements.

The following **PRESS** materials are created or updated for this important bundle:

PRESS Terminology

What are the meanings of the "AP" and "E" after certain policy numbers?

The **PRESS Policy Reference Manual (PRM)** is an encyclopedia of sample board policies, administrative procedures, and exhibits. They are all in numerical order for easy reference. **PRESS** recommends that local school districts maintain separate board policy and administrative procedure manuals to help distinguish for the board, staff, students, parents, and community members, the distinction between board documents and staff documents, board work, and staff work.

Policy. The board develops policies with input from various sources like district administrators, the board attorney, and **PRESS** materials. The board then formally adopts the policies, often after more than one consideration.

After adoption by the board, each policy should have an adoption date.

Administrative Procedures. Administrative procedures are developed by the superintendent, administrators, and/or other district staff members. The staff develops the procedures that guide implementation of the policies. Administrative procedures are not adopted by the board, which allows the superintendent and staff the flexibility they need to keep the procedures current. **PRESS** sample procedures are numbered to correspond with the policies that they implement for easy reference. For example, policy 6:190's related administrative procedure is 6:190-AP.

It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.

Exhibits. Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

Exhibits labeled with an "E" may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.

Administrative procedures exhibits, always labeled with the "AP, E" format should be dated for implementation by the administrative staff.

7:190-E2, Student Handbook Checklist
 7:340, Student Records
 7:340, AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records
 7:345, Use of Educational Technologies; Student Data Privacy and Security - **NEW**

7:345-AP, Use of Educational Technologies; Student Data Privacy and Security - **NEW**
 7:345-AP, E1, Student Covered Information Reporting Form - **NEW**
 7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors - **NEW**
 7:345-AP, E3, Parent Notification Letter for Student Data Breach - **NEW**

Time Out and Physical Restraint

In late November 2019 and early 2020, in response to investigative journalism articles, ISBE issued emergency rules and subsequent amendments to those emergency rules that significantly limited the use of isolated time out and physical restraint. ISBE adopted permanent rules governing the use of isolated time out, time out, and physical restraint (permitted under limited circumstances and only

until 7-1-21), effective April 9, 2020.

The following **PRESS** materials are updated:

7:190, Student Behavior
 7:190-AP4, Use of Isolated Time Out, Time Out, and Physical Restraint - **RENAMED**

Five-Year Review Updates

PRESS Editors have a quality assurance goal to ensure that each piece of the 1000+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 175 policies and procedures. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 5.

The following **PRESS** materials are updated in response to five-year reviews:

5:170-AP4, Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process

7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students

7:190-AP2, Student Handbook - Gang Activity Prohibited

7:190-AP5, Student Handbook - Electronic Devices

7:220-AP, Electronic Recordings on School Buses

Please also spend time reviewing the **PRESS** online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

PRESS Issue 104 Trivia

145 PRM pages • 228 footnotes • 32,677 words • 25 PRM materials

Progress Report — The contents of this table frequently change.

| Topics | Our Response |
|---|--|
| <p>Title IX Final Rules</p> <p>In May the U.S. Dept. of Education (DOE) released final Title IX rules that, for the first time, impose required responses to reports of sexual harassment that impact a number of existing PRESS materials. Due to the 2020 COVID-19 pandemic, the DOE delayed the effective date until 8-14-20. There are 18 attorneys general, including Illinois', that have sued the DOE to block the final Title IX rules from becoming effective, but as of the date of PRESS Issue 104's publication, the effective date remains 8-14-20.</p> | <p>Unless the 8-14-20 effective date changes, we will update PRESS materials in PRESS Issue 105 and deliver them in early August 2020.</p> |
| <p>Federal School Safety Clearinghouse</p> <p>The U.S. Dept. of Education launched a new School Safety Clearinghouse website, www.schoolsafety.gov/, designed to serve as a "one-stop-shop" of resources for K-12 administrators, educators, parents, and law enforcement to use to prepare for and address various threats related to safety, security, and support in schools. The Clearinghouse has subsections addressing: bullying and cyberbullying; threat assessment and reporting; school security personnel; physical security; training, exercises, and drills; mental health; school climate; emergency planning; and recovery.</p> | <p>No PRESS materials are affected.</p> |
| <p>COBRA FAQ and Model Notices</p> <p>On May 1, 2020, the U.S. Dept. of Labor issued a revised model notice and FAQ for the Consolidated Omnibus Budget Reconciliation Act (COBRA), available at www.dol.gov/agencies/ebsa/laws-and-regulations/laws/cobra. The updated model notice now includes information about the interaction between COBRA and Medicare enrollment. Districts should update their COBRA notices to reflect these updates.</p> | <p>No PRESS materials are affected.</p> |

Revisions to Policies, Administrative Procedures, and Exhibits

| Number and Title | Revision Descriptions | <input checked="" type="checkbox"/> |
|---|---|-------------------------------------|
| 2:150-AP, Superintendent Committees | <p>The procedure and footnotes are updated to include two new, optional administrative committees in response to:</p> <ol style="list-style-type: none"> 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21 creating an optional Educational Technology Committee; and 105 ILCS 5/10-30, added by P.A. 101-643, creating a Remote and/or Blended Remote Learning Day Plan Committee. <p>This procedure will be amended again in PRESS Issue 105 in early August with the new Title IX regulation information.</p> | <input type="checkbox"/> |
| 2:220, School Board Meeting Procedure | The policy, Legal References, Cross References, and footnotes are updated in response to amendments to the Open Meetings Act (OMA), 5 ILCS 120/7(e)(1)-(10), amended by P.A. 101-640. The amendments address board meetings in open or closed sessions by audio or video conference without the physical presence of a quorum as long as the board meets certain statutory conditions. | <input type="checkbox"/> |
| 2:220-E9, Requirements for No Physical Presence of Quorum and Participation by Audio or Video During Disaster Declaration | NEW. The exhibit is created to assist boards with meeting the statutory requirements of the amendments to the Open Meetings Act (OMA), 5 ILCS 120/7(e)(1)-(10), amended by P.A. 101-640. Boards are encouraged to consult their attorneys for assistance with this exhibit. | <input type="checkbox"/> |
| 4:180, Pandemic Preparedness; Management; and Recovery | <p>RENAMED. The policy, Legal References, Cross References, and footnotes are updated in response to the General Assembly, the Ill. State Board of Education (ISBE), Ill. Attorney General, and the U.S. Dept. of Education taking a number of actions and/or issuing guidance documents to address the ongoing COVID-19 pandemic as it affects public school operations and student learning. In addition to these general updates throughout the policy and footnotes, some specific new additions to the policy include:</p> <ol style="list-style-type: none"> The OMA amendments of 5 ILCS 120/7(e)(1)-(10), amended by P.A. 101-640 that are discussed above in 2:220, <i>School Board Meeting Procedure</i>; The requirements of the board related to 105 ILCS 5/10-30(3), added by P.A. 101-643 are added and are discussed further in 6:20-AP, <i>Remote and/or Blended Remote Learning Day Plan(s)</i>, below. The reasons explained directly below in 4:180-AP3, <i>Grant Flexibility; Payment of Employee Salaries During a Pandemic</i>. | <input type="checkbox"/> |
| 4:180-AP3, Grant Flexibility; Payment of Employee Salaries During a Pandemic | NEW. The procedure was pre-released to subscribers on 5-18-20 through PRESS Online. It is created in response to a memo issued by the federal Office of Management and Budget during the COVID-19 crisis. The memo temporarily allowed federal agencies (including the U.S. Dept. of Education) to relax certain requirements for grant expenditures, including permitting grant recipients to continue to charge employee salaries to grant funds when the activities of the grant have been suspended in whole or part due to COVID-19. | <input type="checkbox"/> |
| 5:170-AP4, Designation of District Digital Millennium Copyright Act (DMCA) Agent; Registration Process | The procedure and Legal References are updated in response to a five-year review. The procedure details new steps to identify and register a Digital Millennium Copyright Act agent via the U.S. Copyright Office online registration system. | <input type="checkbox"/> |

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

| | | |
|---|--|--------------------------|
| 6:20-AP, Remote and/or Blended Remote Learning Day Plan(s) | <p>NEW. The procedure outlines the process required by 105 ILCS 5/10-30, added by P.A. 101-643, for a superintendent to either:</p> <ol style="list-style-type: none"> 1. Adapt an e-learning program into a remote and/or blended remote learning day plan(s), or 2. If the district does not have an e-learning program, create a remote and/or blended remote learning day plan(s). <p>It is important for boards to understand that this law will require the “[board] to adopt and the superintendent to approve” these plans upon the following statutory triggers: (1) the governor declaring a disaster pursuant to 20 ILCS 3305/, and (2) the state superintendent of education declaring a requirement for a school district, multiple school districts, a region, or the entire State.</p> | <input type="checkbox"/> |
| 7:40, Nonpublic School Students, Including Parochial and Home-Schooled Students | The procedure is unchanged. The footnotes and Cross References are updated in response to a five-year review. | <input type="checkbox"/> |
| 7:190, Student Behavior | The policy, Legal References, and footnotes are updated in response to new ISBE permanent rules governing the use of isolated time out, time out, and physical restraint. A new line at the end of the policy incorporates by reference 7:190-AP4, <i>Use of Isolated Time Out, Time Out, and Physical Restraint</i> . | <input type="checkbox"/> |
| 7:190-AP2, Student Handbook - Gang Activity Prohibited | The procedure and footnotes are updated in response to a five-year review. | <input type="checkbox"/> |
| 7:190-AP4, Use of Isolated Time out, <u>Time Out</u> , and Physical Restraint | RENAMED. The procedure is updated in response to new ISBE permanent rules governing the use of isolated time out, time out, and physical restraint. | <input type="checkbox"/> |
| 7:190-AP5, Student Handbook - Electronic Devices | The procedure and footnotes are updated in response to a five-year review. | <input type="checkbox"/> |
| 7:190-E2, Student Handbook Checklist | The exhibit is updated to facilitate implementation of 105 ILCS 85/28, amended by P.A. 101-516, eff. 7-1-21, which requires districts to provide a general annual notice to parents and guardians about student data collected by educational technology vendors. | <input type="checkbox"/> |
| 7:220-AP, Electronic Recordings on School Buses | The procedure is unchanged. The footnotes are updated in response to a five-year review. | <input type="checkbox"/> |
| 7:340, Student Records | <p>The policy, Legal References, footnotes, and Cross References are updated. The policy is updated with continuous improvement changes based on feedback from the Ill. Council of School Attorneys. The Legal References are updated to include reference to 105 ILCS 85/. New policy 7:345 <i>Use of Educational Technologies; Student Data Privacy and Security</i>, has been added to the Cross References. The footnotes are updated in response to:</p> <ol style="list-style-type: none"> 1. 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21. 2. U.S. Dept. of Education (DOE) guidance on the Family Educational Rights and Privacy Act (FERPA) and virtual learning. 3. Updated joint guidance issued by the DOE and U.S. Dept. of Health and Human Services on the application of FERPA and the Health Insurance Portability and Accountability Act of 1996 to student health records. | <input type="checkbox"/> |

Revisions to Policies, Administrative Procedures, and Exhibits — *continued*

| | | |
|---|--|--------------------------|
| 7:340-AP1, E1, Notice to Parents/Guardians and Students of Their Rights Concerning a Student's School Records | The exhibit is updated in response to the DOE's updated annual FERPA notice, released in April 2020. | <input type="checkbox"/> |
| 7:345, Use of Educational Technologies; Student Data Privacy and Security | NEW. The policy is created to facilitate implementation of 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21, which requires districts to take a number of actions to protect online student data and to share general information about how student data is used. | <input type="checkbox"/> |
| 7:345-AP, Use of Educational Technologies; Student Data Privacy and Security | NEW. The procedure is created for the reason discussed in 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i> , above. | <input type="checkbox"/> |
| 7:345-AP, E1, Student Covered Information Reporting Form | NEW. The exhibit is created for the reason discussed in 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i> , above. | <input type="checkbox"/> |
| 7:345-AP, E2, Student Data Privacy; Notice to Parents About Educational Technology Vendors | NEW. The exhibit is created for the reason discussed in 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i> , above. | <input type="checkbox"/> |
| 7:345-AP, E3, Parent Notification Letter for Student Data Breach | NEW. The exhibit is created for the reason discussed in 7:345, <i>Use of Educational Technologies; Student Data Privacy and Security</i> , above. | <input type="checkbox"/> |

Office of General Counsel

The IASB Office of General Counsel's mission is to honestly, professionally, and credibly protect and preserve IASB through legal risk management and compliance services for the IASB Board of Directors and staff; promote best practices to IASB members; create educational products and services; and maintain strong, collaborative relationships with the public education community.



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Acknowledgement to PRESS Advisory Board

The Policy Reference Education Subscription Service (PRESS) Advisory Board consists of a group of distinguished individuals, from the legal and education field. These individuals dedicate and volunteer their time to provide valuable input and suggestions on PRESS Issues. We appreciate their contributions and thank them sincerely.

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Special Acknowledgement to IASB Administrative Assistants

The following individuals provide us with excellent assistance between and during the drafting of each PRESS issue. We also thank them and appreciate their dedication and contributions to the quality of this service.

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ISSUE 105

August 2020

Update Memo



Please distribute to board members and appropriate staff.

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Online Instructions

Please follow these three easy steps to log in to **PRESS**:

1. Go to www.iasb.com and click on the yellow **Member Login** button.

2. Log in using your email address and password.
 - If you do not know your password, do not create a new account; reset your password using your district email address.
 - If you are still having difficulty logging in, please contact your District's Superintendent or Administrative Assistant to make sure you are listed as an authorized user on the District Roster.
 - If you continue to have difficulty logging in to www.iasb.com, please contact Kat Berger at kberger@iasb.com.
 - Click the yellow "Hi [Your Name]," button.

3. Under **My Account Links**, click on **PRESS Login**.



PRESS

Policy Reference Education Subscription Service

This publication is designed to provide information only and is not a substitute for legal advice from the Board Attorney. If you have any questions, please contact Kimberly Small, IASB General Counsel and **PRESS** Editor, 630/629-3776, ext. 1226; Maryam Brotine, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1219; or Debra Jacobson, Assistant General Counsel and Assistant **PRESS** Editor, 630/629-3776, ext. 1211.

Please share this **PRESS** Update Memo with all board members and appropriate staff.

Two other important components of **PRESS** may be viewed and downloaded from **PRESS Online**: Committee Worksheets and the updated Policy Reference Manual (PRM) pages.

The Committee Worksheets, found by selecting a **PRESS Issue** at the top of the **PRESS Online** Table of Contents, show suggested changes to **PRESS** materials by striking out deleted words and underscoring new words.

Updated **PRM** pages can be found in the IASB POLICY REFERENCE MANUAL Table of Contents. For visual instruction about how to download **PRM** pages and use them to update your policy manual, please go to www.iasb.com/policy/ to view the **PRESS** video tutorial located under the header entitled: **PRESS – Policy Reference Education Subscription Service**.

IASB Statement on Local School Board Equity Policies

In recent months, member school boards have contacted IASB to request that the Association provide the board with an Equity Policy.

While IASB staff can provide a board with sample policies related to diversity, equity, and inclusion, we believe that providing a policy template can actually be an impediment to boards of education conducting thoughtful, deep conversations around issues of race, diversity, equity, and inclusion.

IASB recognizes that everyone benefits when all students have access to the educational resources and rigor they need, in all times and circumstances. The pursuit of equity, opportunity, and excellence for every child starts with a deep conversation that IASB staff can assist with. The IASB workshop, *Equity: An Education Imperative*, is designed to support boards in this work and to pave the way for the development of a shared definition of "equity." Boards should also engage community stakeholders to inform them of the development of a local equity policy.

Have feedback on PRESS materials?

Click on the **PRESS** Feedback Button, located on the header bar of **PRESS Online**. For answers to more immediate questions about **PRESS** content, please contact a **PRESS** editor directly.

A policy service from the Illinois Association of School Boards
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School board members share a collective responsibility for determining the strategic priorities of the district that should also reflect a commitment to lead on issues of diversity, equity, and inclusion and for monitoring whether priorities are met.

IASB stands ready to assist school boards along the journey towards equity. Please reach out to your Field Services Director at any time, and also utilize resources on the [equity section of the IASB website](#).

PRESS Bundles

Each bundle summarizes the global reasons for changes to all materials that are listed.

Specific details about how each piece of material changed, e.g., legislation, administrative rules, **PRESS** Advisory Board feedback, quality assurance, five-year review items, etc., are explained in numerical order in the [Revisions to Policies, Administrative Procedures, and Exhibits](#) table beginning on p. 6.

Please spend time reviewing the **PRESS** online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

Title IX Regulation Updates

In May the U.S. Dept. of Education (DOE) released final Title IX regulations at 34 C.F.R. Part 106. They define sexual harassment, require prompt responses to reports of sexual harassment in a district's education program or activity (regardless of whether the complainant files a *formal complaint*), and require districts to implement a detailed grievance process for *formal complaints* of Title IX sexual harassment.

Because Title IX sexual harassment can involve *any* person in the district's education programs or activities – including students, parents/guardians, employees, applicants for employment, and third parties – we created a **NEW** policy in Section 2 of the **PRM**, 2:265, *Title IX Sexual Harassment Grievance Procedure*. It has two administrative procedures and one exhibit.

Related changes are made to existing **PRM** materials, including policy 2:260, *Uniform Grievance Procedure*. It now explicitly directs any sexual harassment complaints involving Title IX to the **NEW** policy 2:265, *Title IX Sexual Harassment Grievance Procedure*. To ensure that districts funnel all potential Title IX sexual harassment reports to the **NEW** policy 2:265, *Title IX Sexual Harassment Grievance Procedure*, the policies in Sections 5 and 7 of the **PRM** involving sexual harassment are similarly updated.

PRESS Terminology

What are the meanings of the “AP” and “E” after certain policy numbers?

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It is important to remember that administrative procedures do not require formal board adoption and are not included in a board policy manual.

Exhibits. Both board policies and administrative procedures may have related exhibits. Exhibits provide information and forms intended to be helpful to the understanding or implementation of either a board policy or administrative procedure, and they do not require formal board adoption. **PRESS** sample exhibits are numbered to correspond to the related board policy or administrative procedure. For example, board policy 2:70 has a related exhibit numbered 2:70-E. Administrative procedure 7:340-AP1 has a related exhibit numbered 7:340-AP1, E.

Exhibits labeled with an “E” may provide guidance for board work or staff work. Those providing guidance for board work should be dated for implementation by the board. Those providing guidance for the staff should be dated for implementation by the administrative staff.

Administrative procedures exhibits, always labeled with the “AP, E” format should be dated for implementation by the administrative staff.

We created this new policy suite and updated various **PRM** materials to incorporate additional Title IX regulation requirements that require districts to:

1. Designate at least one employee as the “Title IX Coordinator;”
2. Notify all applicants for employment, students, parents/guardians, employees, and collective bargaining units of the district’s Title IX policy and contact information for the Title IX Coordinator, via the district’s website and its handbooks;
3. Train individuals designated as Title IX Coordinator(s), investigators, decision-makers, and informal resolution facilitators on the definition of sexual harassment, the scope of the district’s education program or activity, how to conduct an investigation and grievance process, and how to serve impartially;
4. Train individuals designated as investigators on issues of relevance so they can create an investigative report that fairly summarizes relevant evidence;
5. Train individuals designated as decision-makers on issues of relevance of questions and evidence, including when questions/evidence about sexual predisposition or prior sexual behavior are not relevant; and
6. Post, on the district’s website, training materials for any individuals designated as Title IX Coordinator(s), investigators, decision-makers, and informal resolution facilitators.

The final Title IX regulations are eff. 8-14-20; however their complexity and scope means that districts are unlikely to finalize policies until after the effective date. It is important for school officials to discuss Title IX requirements with their board attorneys, to ensure full implementation and to reduce risks based on Title IX’s intersection with local and State laws and regulations.

The following **PRESS** materials are created or updated for this important bundle:

The **PRESS** editors extend their gratitude to the following attorneys for their expert feedback on many pieces of **PRESS** material on Title IX regulation updates:

Emily P. Bothfeld, Robbins Schwartz; **Amy K. Dickerson**, Franczek, P.C.; **Maureen Anichini Lemon**, Ottosen DiNolfo Hasenbalg & Castaldo, Ltd.; **Jennifer Mueller Rosenberg**, Hodges, Loizzi, Eisenhammer, Rodick & Kohn, LLP; and **Jacqueline Gharapour Wernz**, Franczek, P.C.

2:150-AP, Superintendent Committees
 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records
 2:260, Uniform Grievance Procedure
 2:260-AP2, Nondiscrimination Coordinator and Complaint Manager
 2:265, Title IX Sexual Harassment Grievance Procedure - **NEW**
 2:265-AP1, Title IX Sexual Harassment Response - **NEW**
 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process - **NEW**
 2:265-E, Title IX Sexual Harassment Glossary of Terms - **NEW**
 5:10, Equal Employment Opportunity and Minority Recruitment
 5:20, Workplace Harassment Prohibited
 5:90-AP, Coordination with Children’s Advocacy Center
 5:100, Staff Development Program
 7:10, Equal Educational Opportunities
 7:10-AP1, Accommodating Transgender Students or Gender Non-Conforming Students
 7:20, Harassment of Students Prohibited
 7:20-AP, Harassment of Students Prohibited
 7:180, Prevention of and Response to Bullying, Intimidation, and Harassment
 7:185, Teen Dating Violence Prohibited
 7:190-E2, Student Handbook Checklist

Legislative Updates

During the 101st General Assembly, P.A. 101-643 codified many of the provisions previously contained in Executive Orders issued by Governor Pritzker along with several provisions in guidance documents and emergency rules that were promulgated by the Ill. State Board of Education (ISBE) during Illinois’ response to the 2020 COVID-19 pandemic. In addition, P.A. 101-642 made numerous changes in the Election Code including designating Nov. 3, 2020 as *2020 Election Day* and requiring schools to close.

The following **PRESS** materials are amended:

5:200, Terms and Conditions of Employment and Dismissal
 5:220, Substitute Teachers
 5:330, Sick Days, Vacation, Holidays, and Leaves

Support and Inclusion of Transgender Students Guidance

In 2019, the Governor issued Executive Order 2019-11, which established the Affirming and Inclusive School Task Force (Task Force) to identify strategies and best practices for transgender, non-binary, and gender non-conforming students. In March 2020, following the Task Force's delivery of its report to the Governor, ISBE released non-regulatory guidance and a sample policy and procedures document that reflect the recommendations of the Task Force.

The following **PRESS** materials are amended:

- 7:10, Equal Educational Opportunities
- 7:10-AP1, Accommodating Transgender Students or Gender Non-Conforming Students
- 7:20, Harassment of Students Prohibited

Miscellaneous

The following **PRESS** material is updated due to a typographical error regarding a compliance timeline under the Student Online Personal Protection Act, 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21:

- 7:345-AP, Use of Educational Technologies; Student Data Privacy and Security

Five-Year Review Updates

PRESS Editors have a quality assurance goal to ensure that each piece of the 1000+ page IASB **PRESS PRM** is reviewed at least every five years. The **PRM** contains approximately 175 policies and procedures. These are also detailed in the **Revisions to Policies, Administrative Procedures, and Exhibits Table** in numerical order beginning on p. 6.

The following **PRESS** materials are updated in response to five-year reviews:

- 2:260-AP1, Guidelines for Investigating Complaints Filed Under Policy 2:260, Uniform Grievance Procedure, and Allegations of Misconduct - **RENAMED**

- 4:180-AP1, School Action Steps for Pandemic Influenza or Other Virus/Disease - **RENAMED**
- 4:180-AP2, Pandemic Influenza Surveillance and Reporting

Please also spend time reviewing the **PRESS** Online Committee Worksheets for these materials, which will provide further, more on-the-spot detailed explanations in the footnotes, along with added comment boxes by the **PRESS** Editors when necessary.

PRESS Issue 105 Trivia

165 PRM pages • 266 footnotes • 41,184 words • 28 PRM materials

PRESS and ISBE/IDPH Reopening Guidance Update

Following the release of the Ill. State Board of Education (ISBE) and Ill. Dept. of Public Health's joint guidance for Starting the 2020-21 School Year on June 23, 2020, a number of **PRESS** subscribers and Ill. Council of School Attorney members have inquired if updates to existing Policy Reference Manual (**PRM**) materials will be made to address instances in the guidance that refer to board policies or administrative procedures, with particular focus on a face mask policy. Those inquiries were largely prompted by language in the joint guidance which states "It is recommended that schools and districts update policies to require the wearing [of] a face covering while on school grounds and handle violations in the same manner as other policy violations." Subsequently, ISBE released an FAQ clarifying this language, stating that when it comes to handling individuals who refuse to wear face coverings, "It is recommended that schools and districts examine and communicate which policies apply to the requirement of wearing a face covering while in school buildings and handle violations in the same manner as other similar policy violations."

Based on the fluidity of the COVID-19 crisis and frequent changes that have been made to State guidance, as well as the fact that existing **PRM** materials already broadly address expectations for students, staff, visitors, and district operations, the **PRESS** Editors determined that no updates to the **PRM** are required at this time. To assist boards as they examine the application of their adopted policies to the joint guidance, IASB has created a reference chart that reviews certain guidance topics, relevant **PRM** materials, and local implementation considerations. The chart can be accessed through **PRESS** Online or at www.iasb.com/IASB/media/Documents/PRESS_Reopening-Guidelines.pdf.

The **PRESS** Editors fully recognize that some board attorneys may advise a different course of action, and that boards may have additional concerns related to insurance coverage (or lack thereof) for COVID-19 related claims. **The PRESS Editors encourage boards to work with their attorneys to determine how the new safety protocols will be communicated and managed locally, such as through resolution, policy, procedures, handbooks, and/or other written materials.** The **PRESS** Editors will continue to monitor developments related to COVID-19 and welcome questions or suggestions from subscribers. **PRESS** Editor contact information is found on the last page of this Update Memo.

Progress Report — The contents of this table frequently change.

| Topics | Our Response |
|--|---|
| Property Tax Code Amendment Public Act 101-635 amended the Property Tax Code to allow the chief county assessment officers to approve certain homestead exemptions without application for the 2020 tax year with certain criteria. It also allows county boards, except Cook, to waive penalties and interest on delinquent property tax payments and extends deadlines for scavenger sales and tax sales during 2020. | No PRESS materials are affected. |
| Education Omnibus Bill – Remaining Changes Not Yet Addressed Additional legislative updates contained in P.A. 101-643, including provisions addressing criminal background check notification, special education related service logs, and other "odds and ends" related to COVID-19 that did not need to be more urgently addressed in Issues 104 and 105, will be included in PRESS Issue 106 to be released this Fall. | Remaining PRESS materials impacted by P.A. 101-643 will be updated in Issue 106. |
| Temperature Checks and Biometric Student Information Some districts may be considering using facial recognition technology that can also scan students from a distance as they enter a school building to detect body temperatures. As a reminder, districts that maintain a biometric screening program must comply with all School Code requirements, including obtaining written parent/guardian consent, and should include in policy 7:340, <i>Student Records</i> , the alternative language noted in footnote 15. | No PRESS materials are affected. |

Revisions to Policies, Administrative Procedures, and Exhibits

| Number and Title | Revision Descriptions | <input checked="" type="checkbox"/> |
|---|--|-------------------------------------|
| 2:150-AP, Superintendent Committees | The Sex Equity Committee subhead of this procedure is updated to reference all relevant PRM policies, including NEW policy 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> . Footnote 11 is updated for continuous improvement. | <input type="checkbox"/> |
| 2:250-E2, Immediately Available District Public Records and Web-Posted Reports and Records | The exhibit is updated in response to: 1. 105 ILCS 85/, amended by P.A. 101-516, eff. 7-1-21, requiring districts to post certain information about educational technology vendors, student covered information, and data breaches on their websites. 2. 105 ILCS 5/10-30(6), added by P.A. 101-643, requiring districts to post their remote and blended remote learning day plans on their websites. 3. 34 C.F.R. §106.8 and 34 C.F.R. §106.45(b)(10)(i)(D), requiring districts to post Title IX Coordinator contact information and training materials on their websites. | <input type="checkbox"/> |
| 2:260, Uniform Grievance Procedure | The policy, Legal References, Cross References, and footnotes are updated in response to Title IX regulations and to explicitly direct any sexual harassment complaints involving Title IX to NEW policy 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> . Other continuous improvement updates are also made to the policy and footnotes. | <input type="checkbox"/> |
| 2:260-AP1, Guidelines for Investigating Complaints Filed Under Policy 2:260, Uniform Grievance Procedure, and Allegations of Misconduct | RENAMED. The procedure is updated in response to a five-year review. | <input type="checkbox"/> |
| 2:260-AP2, Nondiscrimination Coordinator and Complaint Manager | The procedure is updated to reference all relevant PRM policies, including NEW policy 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> . The procedure and its footnote are updated for continuous improvement. | <input type="checkbox"/> |
| 2:265, Title IX Sexual Harassment Grievance Procedure | NEW. The policy is created to facilitate implementation of Title IX regulations, which require districts to take a number of actions to respond to reports of sexual harassment in its education program or activity. | <input type="checkbox"/> |
| 2:265-AP1, Title IX Sexual Harassment Response | NEW. The procedure is created for the reason discussed in 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , above. | <input type="checkbox"/> |
| 2:265-AP2, Formal Title IX Sexual Harassment Complaint Grievance Process | NEW. The procedure is created for the reason discussed in 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , above. | <input type="checkbox"/> |
| 2:265-E, Title IX Sexual Harassment Glossary of Terms | NEW. The exhibit is created for the reason discussed in 2:265, <i>Title IX Sexual Harassment Grievance Procedure</i> , above. | <input type="checkbox"/> |
| 4:180-AP1, School Action Steps for Pandemic Influenza or Other Virus/Disease | RENAMED. The procedure and footnotes are updated in response to the COVID-19 pandemic guidance and in response to a five-year review. | <input type="checkbox"/> |
| 4:180-AP2, Pandemic Influenza Surveillance and Reporting | The procedure and footnotes are updated in response to a five-year review. | <input type="checkbox"/> |
| 5:10, Equal Employment Opportunity and Minority Recruitment | The policy, Cross References, and footnotes are updated in response to Title IX regulations and to explicitly reference the Title IX Coordinator. Other continuous improvement updates are also made to the policy, Legal References, and footnotes. | <input type="checkbox"/> |
| 5:20, Workplace Harassment Prohibited | The policy, Cross References, and footnotes are updated for the reasons discussed in 2:260, <i>Uniform Grievance Procedure</i> , above. Continuous improvement updates are also made to the Legal References. | <input type="checkbox"/> |

Updates on the MCUSD 6 libraries and proposal for board release of weeded books for the attention of Mr. Bielema, Principal, HS, Mr. Harridge, Principal, NS, Mr. Vance, Superintendent, and the School Board of MCUSD #6, :

This proposal is requesting the release of books from both the MHS and the Northside library collection. The two lists of materials stem from a deep weed of the MHS fiction section, and a beginning weed of the Northside library collection, the last collection in the district to be weeded.

Here are the final stats:

***Total number of books requested for release:**

MHS: 69

Northside: 204

Total: 273

***The majority of the books have not been circulated in at least 10 years.**

***Most of the books weeded from the Northside collection are extremely old (with copyrights prior to the 1990's), many are damaged, and many are extra copies of books which the library only needs one copy of.**

***Books will be removed from the system and offered to teachers for classroom use. Any damaged books will be recycled, and any other books will be donated.**

Thank you for considering this proposal.

Thank you,

Jennifer Stevenson
District Librarian



MORRISON

COMMUNITY UNIT SCHOOLS

Scott Vance, Superintendent
District #6

4 Day In-Person Instruction Plan Summary

(tentative)

- I. Implementation Date
 - A. November 10th.
 - B. Calendar changes to support implementation
 1. October 21st SIP day will be used for P/T conference preparations.
 2. November 4th will be full day of student attendance
 3. November 5th will be a non student attendance day and will now be used for preparation to four day in-person instruction.
 4. November 9th will be a remote planning day with no student attendance.
- II. Weekly Schedule:
 - A. Monday-In Person
 - B. Tuesday-In Person
 - C. Wednesday-Remote for ALL students
 - D. Thursday-In Person
 - E. Friday-In Person
- III. In response to weeks where holiday occurs the remote day for that week will become an attendance day..
- IV. Daily Schedule:
 - A. Northside Elementary: 8:05 am-2:25 pm
 - B. Southside Elementary: 8:10 am-2:35 pm
 - C. Morrison Junior High: 8:10 am-2:35 pm
 - D. Morrison High School: 8:10 am-2:35 pm
- V. In Person attendance will be based on the Parent Survey sent 10.11.20.
 - A. Submission window will be opened again from 10.26.20-11.1.20
 - B. Families will be given the option to change from remote to in person one (1) time

- VI. Building will be forming “logistic” teams to deal with logistical issues at individual schools. Including, but not limited to:
 - A. Calculating maximum classroom occupancy based on social distance parameters.
 - B. Lunch Procedures
 - C. Before/After school arrival and dismissal procedures
 - D. Seating needs

- VII. Remote students will be allowed to attend/participate in extracurricular activities.

